

Checklist for Advisory Committee Meetings

In some cases, regional coordinators may assist with some of these steps. The Advisory Committee (AC) Chairman should actively communicate with the regional coordinator throughout the process.

Getting Started

1. ___ Set date (consult with other AC members and department staff such as area biologist).
2. ___ Set meeting location, make reservations for room or meeting hall. Boards Support will cover costs within the laws, regulations and policies of the State of Alaska
3. ___ Alert regional coordinator of the date/time of meeting well in advance so he/she can create a Public Notice. Two weeks advance notice is needed for elections.
4. ___ Consult with other AC members and department staff on agenda topics and draft agenda as necessary.

And Then...

5. ___ Collect other documents (minutes of last meeting, board schedules, committee correspondence, etc.) for agenda packet.
6. ___ Distribute agenda (meeting notice) by mail/email/fax to all members, interested parties, department staff, federal staff, Fish and Wildlife Protection, city and village council offices, others.
7. ___ Confirm members' attendance (usually by phone).
8. ___ Confirm travel arrangements/teleconference arrangements *when applicable* from your regional coordinator for all AC members traveling or calling into the meeting.
9. ___ Prepare meeting materials (more copies of agenda packet, per diem forms for AC members who are traveling, proposal booklets, etc.).
10. ___ Attend meeting. Have your secretary take minutes.
11. ___ Collect and send in per diem forms when applicable to your regional coordinator.
12. ___ Send copy of meeting minutes from AC secretary to your regional coordinator no later than 30 days after the meeting.
13. ___ Take care of remaining AC business such as new member forms, updating AC roster, etc.